
Descriptor Term:	Descriptor Code:	Issued Date:
	470	04/07/95

VOLUNTEERS IN EDUCATION	Rescind:	Issued:
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BOARD POLICY

Volunteers from the public may be used by the schools in an effort to provide quality education. In an effort to ensure that volunteers meet minimal qualifications, a completed “VOLUNTEER FORM” must be submitted to the school principal for review, approval and filing **before** the volunteer begins working (See attachment).

DEFINITION: Volunteer – A person who performs or gives his services of his own free will.

470.1 At a minimum a volunteer must submit a police clearance and T.B. test results. In addition, said volunteer must agree to abide by all laws of Guam, policies of the Territorial Board of Education, Department of Education proceedings, school rules, all regulations that govern employees of the Department of Education and **Board Policy 300, the INSTRUCTIONAL PHILOSOPHY** of the department.

470.2 Volunteers shall serve at the pleasure of the school principal and agree to do assigned tasks. They shall be covered by the “Government Claims Act” with regard to injuries received during duty hours (GUAM CODE ANNOTATED TITLE V, CHAPTER 6). Volunteers are not entitled to Government of Guam benefits or other compensation.

470.3 Each principal shall retain a folder of volunteer employees at the worksite. Volunteers shall sign-in and sign-out for the hours that they remain at the worksite.

470.4 Non-classroom volunteers (e.g. clerks, secretaries, custodians, cafeteria workers). Volunteers for these positions shall be contacted by the school principal and made aware of the school’s policies which at the minimum should include the following:

1. A copy of the faculty handbook
2. School student handbook
3. Informed of student procedure assistance manual
4. Informed of emergency procedures

470.5 Classroom Volunteers shall be subject to the same criteria as 470.04 above. Additionally, classroom volunteers shall be oriented in the same fashion that “New Teachers” are oriented.

ADOPTED: Board of Education 04/07/95

Completed by mec

